COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL

(1) DEPARTMENT General Services Agency	(2) MEETING DATE 2/11/2014	(3) CONTACT/PHONE Janette Pell 781-5200 Tami Douglas-Schatz 781-5959

(4) SUBJECT

Submittal of a resolution amending the Position Allocation Lists for Fund Centers 113 GSA-General Services and 114 GSA-Information Technology to reflect classification changes related to a reorganization of the General Services Agency. All Districts.

(5) RECOMMENDED ACTION

It is recommended that the Board adopt the resolution amending the Position Allocation List (PAL) for Fund Centers 113 – GSA-General Services and 114 - GSA-Information Technology to reallocate resources within the General Services Agency.

(6) FUNDING SOURCE(S) Fund Center 113 and 114	(7) CURRENT YEAR FINANCIAL IMPACT ($10,897)	(8) ANNUAL FINANCIAL IMPACT ($31,479)	(9) BUDGETED? Yes

(10) AGENDA PLACEMENT

{X} Consent   { } Presentation   { } Hearing (Time Est. ___) { } Board Business (Time Est. ___)

(11) EXECUTED DOCUMENTS

{X} Resolutions   { } Contracts { } Ordinances { } N/A

(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A	(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A { } 4/5 Vote Required {X} N/A

(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY { } N/A Date: _____

(17) ADMINISTRATIVE OFFICE REVIEW

Emily Jackson

(18) SUPERVISOR DISTRICT(S)

- All Districts

County of San Luis Obispo

TO: Board of Supervisors

FROM: Janette Pell, General Services Agency Director 781-5051

           Tami Douglas-Schatz, Human Resources Department Director 781-5959

DATE: 2/11/2014

SUBJECT: Submittal of a resolution amending the Position Allocation Lists for Fund Centers 113 GSA-General Services and 114 GSA-Information Technology to reflect classification changes related to a reorganization of the General Services Agency. All Districts.

RECOMMENDATION

It is recommended that the Board adopt the resolution amending the Position Allocation List (PAL) for Fund Centers 113 – GSA-General Services and 114 - GSA-Information Technology to reallocate resources within the General Services Agency.

DISCUSSION

The General Services Agency (GSA) is responsible for providing 80% of internal support to other County Departments and in an effort to keep costs down and be as efficient and effective as possible, GSA continues to evaluate the best use of resources within the agency. The PAL changes proposed in this item are reflective of this objective by reorganizing resources where they will most maximize customer value.

Financial Planning and Analysis (FP&A)

Since spring 2012, GSA has been implementing a structure to create a Financial Planning and Analysis (FP&A) team, consolidating financial support functions responsible for Airports, General Services, Golf, Fleet, Information Technology, and Parks under the Department Administrator. Over the past 20 months the reorganization has delivered the intended results, providing an organizational structure that improves services to customers by increasing the efficiency of financial staff, while allowing Deputy Directors to focus on operational needs. The PAL adjustment being requested will reallocate 2.5 FTE currently in fund center 114 to fund center 113. Although this structure has been in place for some time, this PAL adjustment clarifies reporting relationships. The PAL changes are summarized below and will have no impact on costs.

Classification	Position Status	FTE	From Fund Center	To Fund Center
Administrative Services Manager	Filled	1.0	114	113
Accounting Technician - Confidential	Filled	1.0	114	113
Account Clerk	Vacant	0.5	114	113

GSA-Information Technology

In FY 2009-10, GSA-IT reduced its PAL by 3.5 FTE, including one Information Technology Manager, two Software Engineers, and a half time Account Clerk. At the time, vacant positions were selected for deletion to meet tight budgetary objectives and reduce the risk of potential layoffs. The management of several GSA-IT units was shifted, in a non-traditional manner, to the GSA-IT Administrative Services Manager who has most recently managed phone services and the service desk. As part of the recommended FP&A implementation, the Administrative Services Manager position will be dedicated to financial support and will no longer support daily GSA-IT operations.

To enable the Administrative Services Manager to move to FP&A, GSA-IT is proposing to restore an Information Technology Manager position to support the reorganization of Information Technology (see attachment 2 for proposed organizational chart). A half time (0.5 FTE) Telephone Coordinator retired recently, providing GSA-IT an opportunity to evaluate the best options for providing telephone support to customers. This half time position is proposed to be eliminated and the duties of that position will be absorbed internally by having the GSA-IT Service Desk provide backup support to the remaining Telephone Coordinator. The department also proposes to delete a vacant Accountant III, whose tasks will now be supported by the Administrative Services Manager who will no longer have the responsibility of managing various IT functions. The deletion of the vacant Accountant III and vacant half time Telephone Coordinator positions and addition of an Information Technology Manager position will generate $9,555 in short-term annual cost savings, but will incur an additional $5,222 in long-term annual costs when the position reaches step 5 of the pay scale.

Classification	Position Status	Add/Delete	FTE	Fund Center
Accountant III	Vacant	Delete	1.0	113
Telephone Coordinator	Vacant	Delete	0.5	114
Information Technology Manager	New	Add	1.0	114

Support Staff
Recently, the Stock Clerk (FC 113) and the Communications Aide (FC 114) retired from the GSA. The positions of Stock Clerk and Communications Aide both provided support to Facility Services and Communications staff located at Kansas Avenue. The tasks typically performed by these positions included routine delivery of parts and supplies throughout the County, administrative tasks, and receipt of materials through freight delivery. After a thorough analysis of both positions, it is recommended the vacant Stock Clerk and vacant Communications Aide be deleted and replaced with two Administrative Assistant II positions. This will allow for increased flexibility and the opportunity to share staff between Facility Services and Communications. One of the new Administrative Assistant II positions will be filled immediately. The General Services Agency will analyze business needs and determine if the additional Administrative Assistant will be needed at the Kansas location or within other sections of the General Services Agency. The Administrative Assistant II will support data entry into financial and work management programs; generate recurring reports from databases, spreadsheets, and software programs; perform analysis of data; research materials and product data; and submit orders for purchasing. The proposed change aligns the necessary skillsets with current practices to better serve customers by processing work more efficiently and effectively. This adjustment will produce an annual cost savings of $21,924 in the short-term and gradually decrease to be $4,940 in long-term annual cost savings when the positions are at step 5 of the pay scale.

Classification	Position Status	Add/Delete	FTE	Fund Center
Stock Clerk	Vacant	Delete	1.0	113
Communications Aide	Vacant	Delete	1.0	114
Administrative Assistant II	New	Add	1.0	113
Administrative Assistant II	New	Add	1.0	114

OTHER AGENCY INVOLVEMENT/IMPACT

The Human Resources Department developed the resolution and County Administrative Office reviewed budget impact. The San Luis Obispo County Employee Association (SLOCEA) concurs with these recommendations.

FINANCIAL CONSIDERATIONS

The estimated annualized salary comparison including the full time equivalent (FTE) changes associated with the recommended Position Allocation Adjustment are shown in Table 1.

Table 1 – Salary Comparison

Current Classification	FTE	Salary & Benefits	Recommended Classification	FTE	Salary & Benefits	FTE Change	Annual Change
Stock Clerk	1	$63,267	Administrative Assistant II	1	$55,705	0	($7,562)
Communications Aide	1	$70,067	Administrative Assistant II	1	$55,705	0	($14,362)
Telephone Coordinator	.5	$41,716	I.T. Manager	1	$156,279	(0.5)	($9,555)
Accountant III	1	$124,118					
Total	**3.5**	**$299,168**	**Total**	**3**	**$267,689**	**(0.5)**	**($31,479)**

In the current year, it is estimated that the proposed changes will generate a cost savings of approximately $10,897.

The long-term impacts of the recommended position adjustment when at step 5 will be cost neutral at only a $282 increase.

RESULTS

The continued consolidation of the financial functions within the General Services Agency will ensure that financial deliverables are consistent and accurate, will allow for cross-training and enable the Deputies to focus on day to day operations of their business functions. It also provides one point of contact for the director to get independent financial information.   The addition of an Information Technology Manager will allow for the necessary technical expertise to lead the GSA-IT organization into the future and improve the focus on customer services. Finally, deleting specialized job classifications and adding Administrative Assistant positions will provide more flexibility on how staff can be used to better support customers where needed within the General Services Agency. All the proposed changes will result in better use of financial resources, improved management of agency resources, and enhanced customer service.

ATTACHMENTS
1. Resolution
2. Draft GSA-IT Organization Chart

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